



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, November 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV (3 pos) Area Programmer
Region 1/District 1/Programming
Highways Project Implementation
Schaumburg

Attachments
41051

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, November 10, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV (3 positions)

Salary Range: \$5,015 - \$9,155

Position Title: Area Programmer

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-51-801-10-02

IPR#: 41051

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Programming/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for assisting in the development of the annual and multi-year Highway Improvement Programs. The position works closely with the Office of Planning & Programming and other district bureaus to perform Highway Programming activities for projects within an assigned geographical area.

Special Qualifications:

Required:

- A valid driver's license
- Districtwide and occasional statewide travel to attend day and night meetings; occasional overtime

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in math, English, communications, business, urban planning and accounting
- Five years of experience working with budgets and databases
- Strong background in computer based business applications
- Ability to interact with local governmental units as well as large organizations
- Strong oral and written communication skills; and basic problem solving skills
- Knowledge of project implementation procedures and departmental organization

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March, 2016	POSITION:	Area Programmer
APPROVED BY:	Peter Harmet	OFFICE/DIVISION:	OHPI/DistrictOne/Schaumburg/Bureau of Programming
CODE:	PW414-23-51-801-10-02	REPORTS TO:	Program Development Section Chief

Position Purpose

This position is accountable for assisting in the development of the annual and multi-year Highway Improvement Programs in an assigned geographical area and for specialized programs so as to optimize the program dollars available to that area and obtain area and local agency program support.

Dimensions

Annual Program Value	\$350,000,000 - \$1,000,000,000
Annual Program # of Projects	200 - 300
Multi-Year Program Value	\$1.2 - \$1.4 Billion
Multi-Year Program # of Projects	500 - 700

Nature and Scope

This position reports to the Program Development Section Chief as do three other Area Programmers, a Program Management Unit Chief, a Program Manager and an Office Coordinator. There are no subordinates reporting to this position.

This position is responsible for identifying and prioritizing various highway and bridge improvement needs for use in developing the District portion of the statewide multi-year and annual highway improvement programs. This includes developing and obtaining local support for roadway improvement programs under circumstances where there are frequently shifting program priorities and where the optimum use of available program funds, (primarily federal funds) requires the cooperation, financial participation and support of numerous local governmental units, area planning organizations, private groups and developers.

Typical problems encountered in this position include: allocating available program dollars within an assigned geographical area in accordance with need, fund availability, Central Office and district programming guidelines, and the ability and willingness of local governments and private groups to participate in project implementation; recommending project scope of work based upon condition needs, engineering and operating feasibility costs, and fund availability; selecting roadway projects that will improve highway safety and capacity and are cost effective; developing provisions that govern State/local participation on individual projects; and resolving difficulties that negatively impact project implementation.

The greatest challenge to this position is the need to frequently adjust annual and multi-year program project selections as well as program changes while meeting the Department's strategic goals and maintaining the integrity of the District's needs and priorities. Maintaining local agency support and cooperation of all annual and MYP Programs is vital.

This position requires strong written communication skills for the frequent preparation of formal written correspondence that either defines or memorializes the Department's involvement in various improvements, as well as for the preparation of briefings and other internal documents used by District and Departmental management.

The incumbent must establish and maintain effective contacts with District and Central Office personnel, regional councils, local governments, citizens groups, the Chicago Metropolitan Agency for Planning and concerned private individuals and developers to explain the scope and impact of state programs in order to obtain their cooperation, approval and support. This often times requires public speaking or presentations making strong verbal communication skills essential. The incumbent negotiates the conditions for state and local participation on joint projects; participates in District wide committees which are responsible for defining project scope of work and monitoring project implementation.

The incumbent also selects projects to be programmed and recommends deviations from previously programmed work; maintains close contact with various District Bureaus in order to ensure programmed projects are implemented as scheduled and furnishes project status reports to regional councils.

The incumbent works within established programming constraints but is expected to exercise considerable independence in recommending projects to be included in various highway improvement programs and in resolving difficulties that jeopardize project implementation. The incumbent is also expected to represent the Department at all major meetings and present a reliable, credible and responsive image to the groups and agencies with which meetings are held. Meetings often times require travel.

The effectiveness of this position is measured by the Central Office acceptance of District program submittals and also the securing of program concurrence from the regional councils in order to obtain use of federal funds.

Principal Accountabilities

1. Ensures acceptability of program submittals to the Central Office.
2. Ensures that district personnel, local agencies and regional Councils of Mayors are informed and knowledgeable of Department Programming Guidelines.
3. Ensures that programs and projects are accepted by the public and elected officials by maintaining a consistent open communication with them to fully explain and clarify Department goals, objectives, and procedures in order to improve the image of the Department and obtain agency and citizen support.
4. Prepares all written correspondence as well as program and project presentation utilizing effective verbal and written communications skills.
5. Ensures timely concurrence to various Departmental programs by various regional councils and the Chicago Metropolitan Agency for Planning in order to secure federal funding and thereby meet schedules lettings.
6. Monitors internal activities of various district bureaus to discover and identify problems and delays that affect project implementation. Develops recommendations for revision and/or alert district management of need for corrective action.
7. Alerts district management of potential difficulties with local agencies by establishing and maintaining open lines of communication with key personnel of local agencies.
8. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.